

TRAVEL

DIRECTIVE

S E C R E T

OFFICE OF SPECIAL ACTIVITIES  
OSA HQS DIRECTIVE NO. 22-5-2

TRAVEL  
30 SEPTEMBER 1966


RECISION: OSA Directive No. 22-9  
dated 11 July 1963

TRAVEL

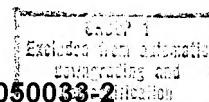
1. All travel which is performed by non-CIA personnel but which is arranged and paid for by the Office of Special Activities will require the written approval of the Director, OSA, or the Deputy Director, OSA. Such approval will be obtained prior to the actual commencement of the travel.

2. It is recommended that the regular OSA Request for Travel form be used as the means for obtaining the necessary approval in these cases. In preparing the Request for Travel, the originator should include a brief but meaningful explanation of the purpose for the travel.

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Deputy Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES  
OSA DIRECTIVE NO. 22-5-4  
RESCISSION: OSA Notice No. 22-7  
dated 9 April 1963

TRAVEL  
29 JUNE 1967

PCS AND TDY OVERSEAS TRAVEL


1. All PCS travel, whether originating from Headquarters or from OSA field areas, will be the action responsibility of OSA Personnel Division. All incoming dispatches and cables concerning PCS of all OSA personnel will be forwarded to the Personnel Division for action.

2. All TDY overseas travel originating in Headquarters will be the action responsibility of OSA Personnel Division. All outgoing dispatches or cables concerning TDY overseas travel will be forwarded to the Personnel Division for coordination.

3. Responsibility of the Personnel Division for PCS travel will include, but will not be limited to, preparation of the Request for Travel Form and a determination of PCS travel entitlements to include dependents' travel, shipment and storage of household effects, baggage, automobile, etc. Responsibility for TDY overseas travel will include determination of medical clearance and that all necessary processing is completed before Travel Branch issues tickets, passports, etc. Preparation of request for travel form is the responsibility of the Staff or Division sponsoring TDY travel.

4. The above in no way affects the assigned responsibilities of the OSA Travel Branch.

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Acting Director of Special Activities

OFFICE OF SPECIAL ACTIVITIES  
OSA DIRECTIVE NO. 22-5

TRAVEL  
8 JUNE 1970

References: A. HR 22-8  
B. HR 45-3

RECISION: OSA Hqs. Directive 22-5-1  
dated 30 September 1966

### HIRE OF RENTAL VEHICLES

1. For periods of temporary duty the use of a rental vehicle is frequently more economical to the Government than is the use of a taxi or other special conveyance. Accordingly, it will be the policy of OSA to authorize or approve the use of rental vehicles wherever such rental is determined by the travel authorizing or approving officer to be more advantageous to the Government, subject to the provisions of paragraph 2 below. Any change from these provisions must be stipulated in the travel order or be specifically approved after the travel upon submission of detailed justification by the traveler.

2. Special Provisions:

a. Authorization for the use of a rental vehicle should be included in the travel order when needed. Where not authorized in advance, use of a rental vehicle may be subsequently approved on the travel voucher by a travel authorizing officer where it appears the use of a rental vehicle was more advantageous to the Government either for reasons of economy or security. When two or more travelers are traveling together, only one rental vehicle may be authorized or approved.

b. Temporary duty and consultation at Headquarters

Due to the relative inaccessibility of the OSA Headquarters building, a rental car normally will be authorized for all temporary duty of more than six (6) hours. Reimbursement for travel to and from work and to and from meals will be allowed at not to exceed 30 miles per day

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SUBJECT: Hire of Rental Vehicles

unless the traveler provides a detailed itemization of additional mileage. Official mileage to and from Headquarters or other locations will be allowed upon itemization by the traveler. Any mileage other than mileage to and from work as provided above, to and from other locations where official duty is performed and to and from the airport or other terminal will be considered as personal mileage to be paid for by the traveler.

## c. Other Locations

Pending establishment of guidelines, mileage to and from TDY points, terminals, lodgings and eating facilities must be recorded. Mileage not identified will be treated as personal. Excessive mileages to or from lodgings or eating facilities must be justified.

## d. Rental for personal convenience

Where a rental vehicle is hired by an individual primarily for his personal convenience, or is hired in advance of official need or retained after the termination of the official need primarily for personal convenience, the individual may be reimbursed mileage costs for any official driving during the period but the daily or hourly costs will be borne by the individual.

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Distribution:  
All offices

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Hold for RJS

OFFICE OF SPECIAL ACTIVITIES  
HQS DIRECTIVE NO. 300-41


ADMINISTRATION  
14 AUGUST 1963

CHANGE IN HOURS OF WORK

1. Effective Thursday, 15 August 1963, the working hours for personnel of the Office of Special Activities will be from 0800 to 1630.

2. It is realized that this change will cause some immediate adjustment in transportation schedules, car pools, etc. In such cases, Supervisors will make appropriate allowances for late arrivals. However, everyone is requested to arrange their personal travel to meet the new work schedule as soon as possible.

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 JACK C. LEDFORD  
Colonel, USAF  
Assistant Director  
(Special Activities)

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